AMARACHUKWU AGUOLU DIVINE

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Professional Summary

Versatile professional with proven expertise in data management, social media management, administrative support, and project coordination. Demonstrated success in driving engagement, enhancing operational efficiency, and delivering measurable results across digital platforms.

Key Skills

- Administrative Support
- Data Management & Entry
- Project Coordination
- Schedule Management
- Customer Service
- Google Workspace & Microsoft Office Suite
- Communication & Research
- Spreadsheet & Dashboard Creation
- Email Management
- Social Media Management
- Content Creation & Strategy

Relevant Professional Experience

I. Social Media & Content Manager (Remote) | Sevyn Designs (Oct 2024 - Feb 2025)

- Drove 4,100+ views across platforms through strategic content creation and management
- Achieved a 40% follower engagement rate through a targeted content strategy
- Generated 52% of traffic through successful paid advertising campaigns
- Created and managed a diverse content portfolio including posts, stories, and reels.
- Increased brand visibility with viral content reaching 1,000+ views per post.

II. Programs Coordinator | Early Code LTD (Oct 2023 - 2025)

- Increased participant engagement by 20%.
- Achieved 95% on-time program completion.
- Improved program effectiveness by 25%.
- Managed program budgets and resources.
- Created and maintained comprehensive program records.

III. Virtual Assistant (Remote) | Freelancer (Oct 2021 - Dec 2023)

- Managed multiple client projects with a 90% satisfaction rate
- Improved operational efficiency by 25% through streamlined workflows
- Reduced task completion time by 30% with standardized procedures
- Implemented project management tools for enhanced team coordination
- Developed comprehensive project documentation and reports

Technical Proficiencies

- Productivity Tools: Microsoft Office, Google Workspace
- Communication Platforms: Zoom, Slack, Skype
- Data Tools: Excel, Google Sheets, Python, MySQL

- Social Media Tools: Instagram Business Suite, Meta Business Manager, Canva, Hootsuite, Buffer
- Content Creation: Adobe Creative Suite, Canva Pro, Figma
- Analytics Tools: Google Analytics, Meta Analytics, Social Media Insights

Education
Bachelor of Science in Computer Science and Mathematics
University of Abuja | Jul 2019 - Apr 2024
GPA: 2nd Class Upper

Additional Strengths
- Typing Speed: 45-55 WPM
- Strong Organizational Skills
- Excellent Problem-Solving Abilities
- Effective Written and Oral Communication